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**Civil Engineering**

**EXCAVATION AUTHORIZATION  
PROCEDURES**

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OPR: 90 CES/CEOC

Certified by: 90 CES/CC  
(Lt Col Jonathan D. Webb)

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This instruction establishes guidelines for protecting underground utilities at Francis E. Warren Air Force Base and outlying facilities. It applies to all 90th Space Wing and subordinate units assigned, attached, or supported by the 90th Space Wing, Francis E. Warren Air Force Base. Maintain and dispose of records created as a result of prescribed processes in accordance with the Air Force Records Disposition Schedule (AFRIMS). Comply with AFI 33-332, *Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, *DoD Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information. The signature block remains that of the 90th Space Wing Commander.

**SUMMARY OF CHANGES**

This publication includes numerous changes and must be completely reviewed. The following were added, updated, or deleted: Para 3.3.2., 3.4.4.6., 5.3.3., and 5.3.4. Sample AF IMT 103 is included.

**1. Excavation.** The term excavation is defined as any breaking of the ground.

**2. Focal Points:**

2.1. Base Civil Engineers Customer Service Section, 90 CES/CEOC, building 318, extension 3227, is the focal point for processing all AF IMT 103, **Base Civil Engineer Work Clearance Request** (90 CES/CEO Overprint) (see [Figure 1.](#)).

**Figure 1. Sample AF IMT 103, Base Civil Engineer Work Clearance Request (90 CES/CEO Overprint).**

BASE CIVIL ENGINEER WORK CLEARANCE REQUEST <small>(See Attached Instructions)</small>				Date Prepared	
1. Clearance is requested to proceed with work at _____					
on Work Order No. _____ Contract No. _____ involving excavation or utility disturbance per					
attached sketch. This area <input type="checkbox"/> has <input type="checkbox"/> has not been staked or clearly marked.				ONE CALL # _____	DATE: _____ TIME: _____
2. TYPE OF FACILITY/WORK INVOLVED					
A. PAVEMENTS		D. FIRE DETECTION & PROTECTION SYSTEMS		G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW	
B. DRAINAGE SYSTEMS		E. UTILITY		H. SECURITY	
C. RAILROAD TRACKS		F. COMM		I. OTHER	
3. DATE CLEARANCE REQUIRED			4. DATE OF CLEARANCE TERMINATION		
5. SIGNATURE OF REQUESTING OFFICIAL			6. TELEPHONE NO.		7. ORGANIZATION
ORGANIZATION		REMARKS (Use Reverse for additional comments)		REVIEWER'S NAME AND INITIALS	
8 B A S E  C I V I L  E N G I N E E R	A. ELECTRICAL DISTRIBUTION		* ELECTRIC IN AREA CALL 3743 3 DAYS PRIOR TO DIG TO SCHEDULE LOCATE		
	B. STEAM DISTRIBUTION		HI-TEMP IN AREA CALL 3302 TO SCHEDULE LOCATE		
	C. WATER DISTRIBUTION		* UTILITIES IN AREA CALL 2792 3 DAYS PRIOR TO DIG TO SCHEDULE LOCATE. POC: SHARP/REGENSBURG		
	D. POL DISTRIBUTION		INFRASTRUCTURE		
	E. SEWER DISTRIBUTION				
	F. ENVIRONMENTAL / HISTORICAL		JOHN WRIGHT IN BLDG 321		
	G. PAVEMENTS/GROUNDS		OK		EVANS
	H. FIRE PROTECTION		CALL 3175 PRIOR TO BLOCKING ANY ROADWAYS		FIRE DEPARTMENT
	I. CATHODIC PROTECTION		* CATHODIC IN AREA CALL 3743 TO SCHEDULE LOCATE		
	J. EMCS		CABLE IN AREA CALL 1952 TO SCHEDULE LOCATE		
9. SECURITY POLICE		OK		SECURITY FORCES	
10. SAFETY		OK		WOODS	
11. COMMUNICATIONS					
12. ENGINEERING		VERIFY ALL UTILITIES THROUGH DRAFTING MAPS		ROD TREES	
13. CABLE TV					
14. COMMERCIAL UTILITY COMPANY					
TELEPHONE QWEST					
GAS CLFP					
ELECTRIC CLFP					
B.O.P.U.					
15. OTHER (Specify)      GROUNDS MAINT : IRRIGATION IN AREA, CALL 650-0167 TO SCHEDULE LOCATE----					
16. REQUESTED CLEARANCE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					
17. TYPED NAME AND SIGNATURE OF APPROVING OFFICER (Chief of Operations Flight or Chief of Engineering Flight)					17. DATE SIGNED

2.2. Communications Help Desk, 90 CS/SCBB, extension 4545, is the coordination focal point for all underground communications lines.

2.3. Combined underground location service (Wyoming One-Call) is the coordination focal point for commercial utility and off-base commercial telephone companies. All Wyoming One-Call requests will be made by 90 CES/CEOC. Individuals and contractors must not call Wyoming One-Call for locates.

### 3. Procedures:

3.1. Coordinating AF IMT 103 Overprint (OP) (see [Figure 2.](#)). Base Civil Engineers Customer Service (CEOC) will hand-carry the form to all the required base agencies for coordination and contact Wyoming One-Call for the requester.

3.1.1. Each agency with utilities in the area of excavation will annotate the AF IMT 103 OP, “utilities in area – call (shop phone numbers) 2 duty days prior to excavation to schedule locates,” and will not sign the form.

3.1.2. Areas of excavation that are clear of utilities will be marked “clear” and signed in the appropriate block for that agency.

3.1.3. All areas on the AF IMT 103 OP marked “utilities in area – call to schedule locate” will be highlighted with fluorescent yellow highlighter and a “RED” asterisk.

3.1.4. Once all agencies have reviewed the AF IMT 103 OP and made the appropriate annotations, CEOC will notify the requester that form is ready for pick up at building 318.

3.2. The annotated AF IMT 103 OP does not constitute a valid AF IMT 103 OP. It is the sole responsibility of the inspector/requester to contact each agency and arrange a meeting on the excavation site with the locator to verify the exact location of on-base utilities.

3.3. When the locator and the inspector/requester have identified the exact area of excavation and the locator has marked and signed the corresponding block on the AF IMT 103 OP, the form is to be returned to CEOC for approval signature. When signed by authorized CEOC personnel, the form is valid and excavation may begin.

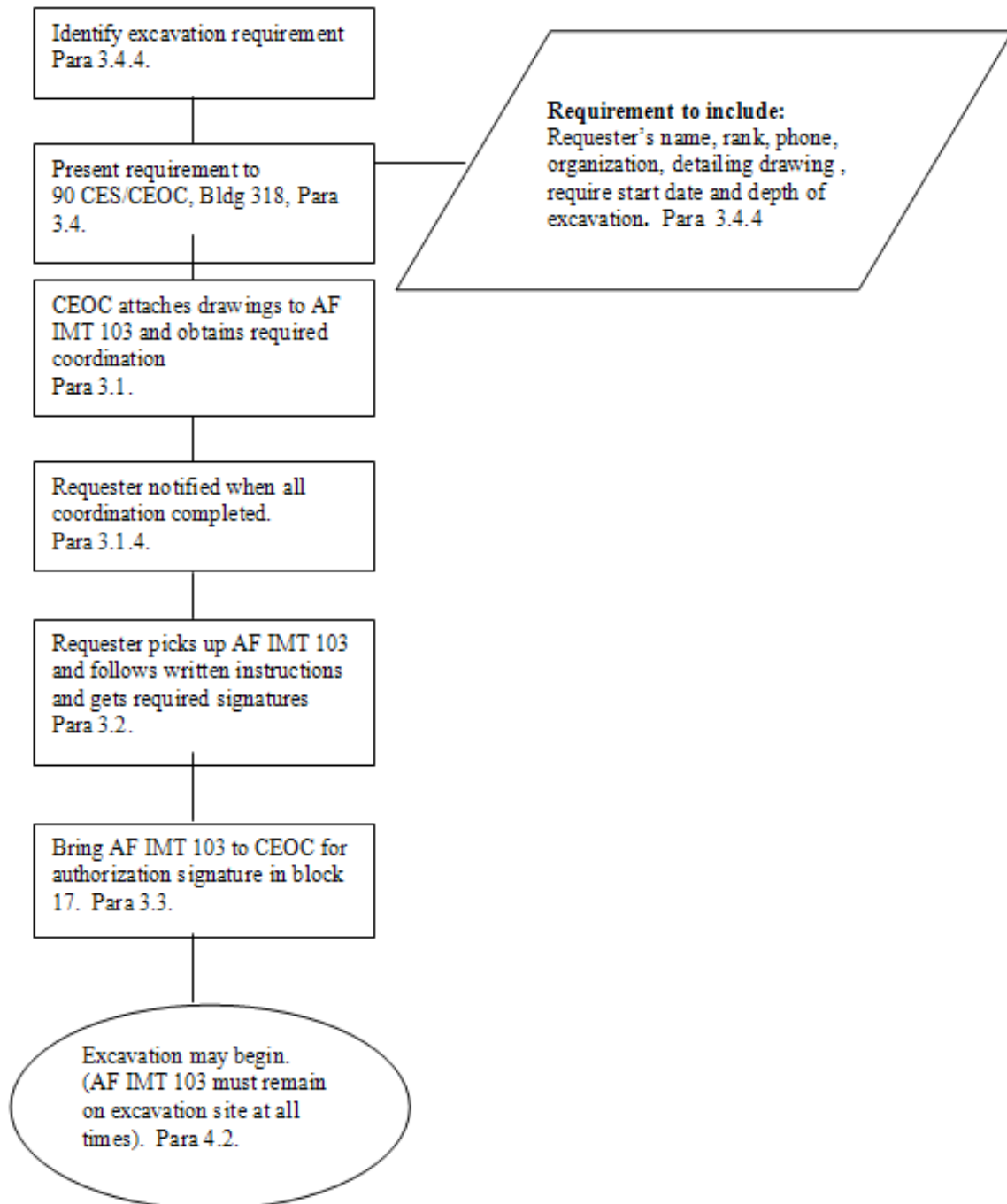
3.3.1. Requester must maintain marks.

3.3.2. Requester will renew digging permit after 30 days.

3.4. All requests for digging on FEW and the associated missile sites are submitted to 90 CES/CEOC, building 318.

3.4.1. Routine work requests should not be submitted more than 7 duty days prior to the required excavation start date.

Figure 2. Coordination Process of AF IMT 103 (90 CES/CEO Overprint).



3.4.2. Normal processing time for routine requests is 3 to 5 duty days.

3.4.3. Emergency requests required to correct conditions that are detrimental to the mission or reduce operational effectiveness are usually processed within a few hours. An emergency includes, but is not limited to, the total failure of the electrical, fire protection, telecommunications, heating and air conditioning or security alarm systems and situations which would result in imminent or catastrophic damage to facilities and/or persons.

3.4.4. Requesters must provide the following information, when submitting a digging permit request:

3.4.4.1. A drawing of the excavation area.

3.4.4.2. Purpose of the excavation.

3.4.4.3. Name, phone number and organization/business of the requester.

3.4.4.4. Date excavation is expected to commence.

3.4.4.5. Ensure proposed excavation site is physically marked with white paint or flags.

3.4.4.6. (Added) Depth of Excavation.

3.5. Agencies required for coordination of AF IMT 103 OP are:

3.5.1. 90 CES utility shops.

3.5.2. 90 CES Environmental/90 SW/EM.

3.5.3. Wing Safety (90 SEG).

3.5.4. Security Forces (90 SFS).

3.5.5. Base Cable RSI (Contractor).

3.5.6. Wyoming One-Call (includes QWEST Communications, Cheyenne Light, Fuel and Power), CLFP, Board of Public Utilities (BOPU), and local cable companies.

3.5.7. US Grounds Maintenance Contractor (SKILS-KIN).

#### **4. Utility Marking Codes:**

4.1. All utilities in the vicinity of the excavation will be physically located and marked with fluorescent paint using the following underground utility color codes:

4.1.1. RED. Electric power lines, cables, conduits and lighting cables.

4.1.2. YELLOW. Gas, oil, steam, petroleum or gaseous materials.

4.1.3. ORANGE. Communications, alarm/signal lines, cables/conduit and CATV.

4.1.4. BLUE. Water, irrigation or slurry lines.

4.1.5. GREEN. Sewers and drain lines.

4.1.6. WHITE. Proposed excavation.

4.1.7. PINK. Reserved for surveying purposes only.

4.1.8. PURPLE. Reclaimed water, irrigation, slurry lines.

4.2. Original signed AF IMT 103 OP or a copy of the signed original must remain on site at all times during excavation.

## **5. Responsibilities:**

### **5.1. Civil Engineers will:**

- 5.1.1. In the event of damage to any utility, notify the appropriate agencies.
- 5.1.2. Be the agency of primary responsibility for any excavation. Any individual, agency, or contractor must comply with all directives from the Base Civil Engineer.
- 5.1.3. Investigate and provide findings to the appropriate agency if a utility is cut or damaged.
- 5.1.4. If a utility is cut or damaged by a contractor, bring the matter to the attention of the Base Contracting Squadron, 90 CONS, extension 3535. Only 90 CONS is authorized to contact the contractor about repair and/or recouping Air Force losses.
- 5.1.5. Notify Cathodic Protection, extension 3743/Corrosion Control Engineer, extension 2650, when any utility is uncovered. Any detected leak will require completion of AF IMT 1687, Leak/Failure Data Record.
- 5.1.6. Accurately and promptly locate scheduled AF IMT 103 OP within 2 duty days of notification of a locate request.

### **5.2. The Communications Squadron will:**

- 5.2.1. Investigate and provide findings to the appropriate agency if any utility line is damaged by Engineering Installation (EI) teams or contractors.
- 5.2.2. Accurately and promptly locate scheduled AF IMT 103 OP within 2 duty days of notification of locate request.

### **5.3. Excavators will:**

- 5.3.1. Stop work immediately when an unidentified or unlocated utility is discovered.
- 5.3.2. Notify 90 CES/CEOC, extension 3175, whenever a utility or cable is unidentified, unlocated, or damaged. Work will not begin until owner of utility has corrected problem on site.
- 5.3.3. Any excavation requiring equipment within 24 inches of any marked utilities will be physically located by hand digging. This is in accordance with Wyoming One-Call.
- 5.3.4. Any excavation attempted without a proper digging permit may subject excavator to liability for reimbursement.

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